



M I L W A U K E E
OFFICE OF ENVIRONMENTAL SUSTAINABILITY

Internship Job Description

Position Summary

The intern must be enrolled in classes and considered a “student.” Both upperclass undergraduate and graduate level students can apply. The intern will work on projects that support the goals of the Office of Environmental Sustainability. The City of Milwaukee’s Office of Environmental Sustainability is charged with addressing the environmental sustainability priorities of city government, area businesses and residents. Several major projects the office is currently involved in are the *Milwaukee Energy Efficiency* (Me²) program for residents and businesses; Milwaukee Shines; and energy efficiency improvement efforts to City of Milwaukee operations. Past interns have worked on projects such as creating a database tracking city energy use, creating a greenhouse gas inventory for the city, maintaining the office website and Facebook page, and research on best sustainability practices of other cities. The range of assignments could support any one or more goals of the Office of Environmental Sustainability.

Responsibilities

- City Energy Use Data Management
- Sustainability Indicators Research
- Maintain Office of Environmental Sustainability website, Facebook page and direct community inquiries
- Active willingness to support and work on a variety of projects as assigned by the Office of Environmental Sustainability
- Attend and staff outreach events on behalf of Office of Environmental Sustainability

Desired Qualifications

- Intermediate skill using spreadsheets and databases; Visual Basic
- Experience with newsletter creation software & website maintenance software
- Experience with issues surrounding the concept of “sustainability” including energy use, water issues, and other economic, environmental and social needs cities address
- Prior experience working for and knowledge of government, particularly local/city government
- Assertive personality, persistence, and strong people skills critical for working with a variety of city departments and personalities

Application Guidelines

Priority will be given to candidates who email resume and cover letter to:
Matt Howard, Environmental Sustainability Director, City of Milwaukee at
sustainability@milwaukee.gov

You may mail a hard copy resume and cover letter to:
200 E Wells St. Room 603
Milwaukee, WI 53202

Deadline: August 24, 2011

Dates of Internship: Middle of September – December 31, 2011

Note: This is a paid internship, with credit available for interns to discuss with respective college or university and opportunity to extend internship into Spring semester.